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Executive Registry

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## OFFICE OF THE DIRECTOR

Action Memorandum No. A-336Date 18 December 1963

TO : Deputy Director/Plans  
 Deputy Director/Intelligence  
 Deputy Director/Science and Technology  
 Deputy Director/Support

SUBJECT : Midcareer Training Programs

REFERENCE:

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1. Now that the first Midcareer Training Course has been successfully completed, I wish to call to your attention Agency Notice HN 18-5 dated 29 March 1963 and entitled "Midcareer Training Program". This Notice directs the Deputy Directors and heads of Career Services to evaluate critically all employees in the midcareer category. The Notice further instructs that the Deputy Directors and heads of Career Services shall then in consultation with the Director of Training plan a midcareer training program for each individual selected to be completed in not more than five years. This training may be internal or external or a combination of the two; it can be specialized or general or a combination. The heart of this Program will ordinarily be the Midcareer Course; however, the important factor is that it will be tailored to fit the career of the individual.

2. I am requesting that the CIA Training Selection Board assume as one of its first duties the responsibility for recommending to me procedures whereby the Midcareer Training Program will be effective on a continuing basis. It will be the responsibility of the Board to determine if the concept of the term "midcareer training" is fully understood. I expect that the Board, in addition to making recommendations on how to set up a permanent system, will play an important part on a continuing basis in the direction and monitoring of the Program.

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3. I wish to point out that there may be cases where individuals will receive specialized midcareer training even though they may not be selected for the Midcareer Course.

4. If the training needs of an individual at midcareer are surveyed and it is decided by the head of his Career Service and the Director of Training that further training is unnecessary or inadvisable, this should be made a matter of record and the individual so advised. Although individuals at the midcareer stage should participate in suggesting the contents of their training program, the final decision as to the type of training will be the responsibility of the head of his Career Service in consultation with the Director of Training. However, each individual when he enters his midcareer period will have his case systematically reviewed and will be told by the head of his Career Service what training he will receive and the reasons for such training or the reasons why he will receive no such training.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director

cc: Inspector General  
Office of General Counsel  
O/Budget/PA/M  
Administrative Officer/DCI

O/ExecDir

Copy - Addressees

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